



Sound System Usage Contract

This form must be signed and submitted to the SGA President at least seven days prior to your event for approval. Please note that this form does not automatically guarantee you usage of the sound equipment. By signing this form, you hereby agree to the terms and conditions set forth in the Sound System Usage Policy set forth by the Executive Board of the SGA. If a request is granted, you furthermore agree to abide by the terms listed below.

Program Title: _____

Date: _____ Time: _____ Location: _____

Program Details: _____

Reason for Requesting Usage of Sound Equipment: _____

Additional Needs/Information you would like the Board to consider: _____

Is this event open to all students? Yes No If No, who can attend? _____

Sponsoring Club/Organization: _____ Co-Sponsor: _____

Program Organizer's Name: _____ Phone #: _____

Faculty/Staff Advisor's Name: _____ Phone #: _____

I, the undersigned, hereby agree to use the sound system only for the programming listed above. I understand that this equipment is uninsured, and that my organization is solely responsible for the care of the equipment. I also understand that an SGA representative will be inspecting the equipment before and after my use. I agree that any damages found after my usage will result in my club/ organization being charged full repair/replacement for the equipment.

Club President/Date: _____ Advisor/Date: _____ Coordinator of Student Activities/Date _____

You will be notified within 24 hours after the Executive Board meets on the decision of usage. Please direct any questions to either the SGA President or CAB Vice President during office hours.

Student Government Association Use Only:
Request Granted (Please Circle): Yes No
Explanation of Decision/Additional Comments:
If Request is Approved:
Exec Board Member to be present at event: _____ Ext. _____
SGA President/Date _____ VP Campus Activities Board/Date _____